

RETENTION/DISPOSAL OF SCHOOL DISTRICT RECORDS

The District Administrator shall develop regulations providing for the timely and orderly disposal of obsolete district records.

Except as otherwise provided, all records of the school district shall be kept in accordance with established Wisconsin Department of Public Instruction record retention schedule and guidelines.

Before the destruction of obsolete school records, at least 60 days' written notice shall be given to the State Historical Society in order that it may preserve those records it deems to be of permanent historical interest. If such records are not accepted by the State Historical Society, they shall be offered to the Polk County Museum before being destroyed.

The Board has adopted a record retention schedule to determine how long to retain school district records.

LEGAL REF.: Wisconsin Statutes 19.21, 44.09, 120.13(12), 120.44

CROSS REF.: 821.2, District Use of Social Media

ADOPTED: August 24, 2009